

ALASKA DOT & PF CIVIL RIGHTS OFFICE DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

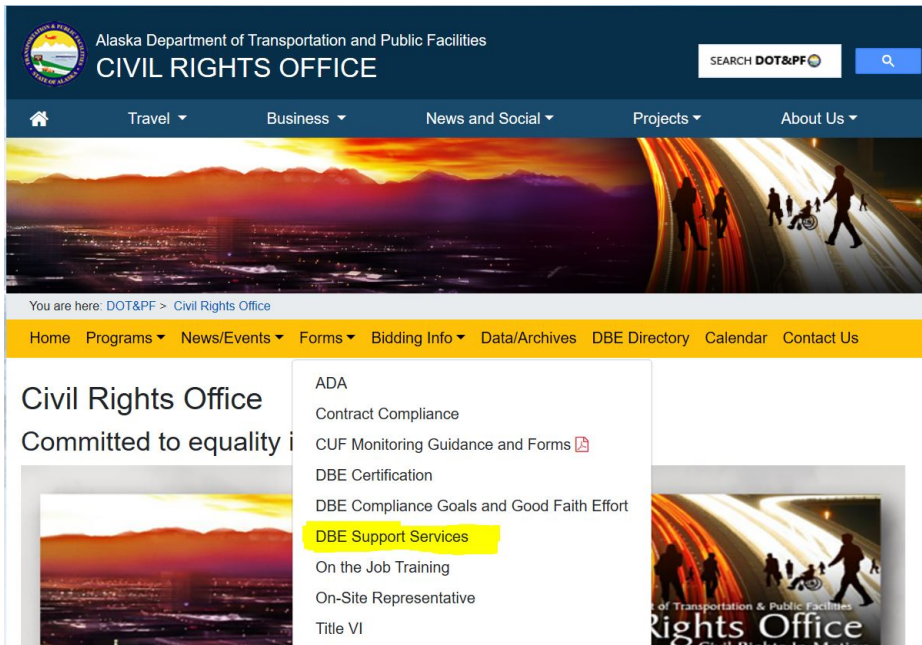
DETAILS ON HOW TO FILL OUT 50% REIMBURSEMENT FORMS









DBE 50% REIMBURSEMENT APPLICATION GUIDANCE

Go to the Alaska DOT & PF Civil Rights website: <http://www.dot.state.ak.us/cvlrts/index.shtml>

- Click on the Forms tab
- Click on DBE Support Services
- Download a copy of the 2021 DBE 50% Reimbursement Application



DBE Support Services

-  [2021 DBE 50% Reimbursement Program Application](#)
-  [2020 "Map to Success" Specialized Assistance Program Application](#)
-  [Brochure: DBE Support Services](#)
-  [Brochure: Welcome to the DBE Program - Federal Hwy Administration Programs](#)
-  [Flyer: Is the DBE Program for You? 8.6MB](#)
-  [DBE Survey](#)

DBE 50% REIMBURSEMENT APPLICATION GUIDANCE

- Read through the information on pages two and three of the application.
- Fill out the top portion of the application on page one with information about the DBE company / owner, contact information, date of request, etc.



Please complete the application and attach the supporting documents. See page 2 for detailed instructions.

Name: John Doe DBE Firm Owner's Name: John Doe Co.
Mailing Address: 123 Street, Anchorage, AK Certification Number: 1234567
E-mail Address: J.Doe@johndoe.com
Phone Number: (907) 555-1234 Date of Request: 12/1/2020

*Please note the section at the bottom of page one is for CRO staff to fill out.

- For the section in the middle of page one, check **Training**, **Workshop** or **Conference** if one of those applies, then fill out the **Unit Price**, **Total Price**, and **Date Completed**.
- If the service was **Hourly Assistance** (such as accounting, legal services, consulting, etc.), **Professional Memberships**, or **SBDC Training**, then fill out the **Unit Price**, **Total Price**, and **Date Service was Rendered** in the respective section. See example below:

Reimbursement Requested:

Training <input type="checkbox"/> Workshop <input type="checkbox"/> Conference <input type="checkbox"/>	Unit Price: \$ _____ Total Price: \$ _____	Date Completed: _____
Hourly Assistance	Unit Price: \$ <u>100 / hr</u> Total Price: \$ <u>1,000</u>	Service rendered Date: <u>11/15/2020</u>
Professional Association/Membership	Unit Price: \$ _____ Total Price: \$ _____	Service rendered Date: _____
SBDC Training (90% Reimbursement)	Unit Price: \$ _____ Total Price: \$ _____	Service rendered Date: _____
Reimbursement Amount Requested	Total Paid: \$ <u>1,000</u> Total Requested (50%): \$ <u>500</u>	DBE Owner Signature/Date: <u>John Doe</u>

DBE 50% REIMBURSEMENT APPLICATION GUIDANCE

Reimbursement Requested:		
Training <input type="checkbox"/> Workshop <input type="checkbox"/> Conference <input type="checkbox"/>	Unit Price: \$ _____ Total Price: \$ _____	Date Completed: _____
Hourly Assistance	Unit Price: \$ 100 / hr Total Price: \$ 1,000	Service rendered Date: 11/15/2020
Professional Association/Membership	Unit Price: \$ _____ Total Price: \$ _____	Service rendered Date: _____
SBDC Training (90% Reimbursement)	Unit Price: \$ _____ Total Price: \$ _____	Service rendered Date: _____
Reimbursement Amount Requested	Total Paid: \$ 1,000 Total Requested (50%): \$ 500	DBE Owner Signature/Date: 

****Please ensure that the service for which you are requesting reimbursement took place within the same fiscal year that you are requesting reimbursement.**

****Don't forget to sign and date your application where it says **DBE Owner Signature/Date.****

Other important notes about the middle portion of the application on page one:

- Nothing in the boxes on the left side needs to be filled out aside from checking Training, Workshop or Conference in the first box if that applies.
- In the box in the middle of the bottom row, the **Total Paid** should be the total amount paid for the training or service, and the **Total Requested** should be half (50%) of that amount.



DBE 50% REIMBURSEMENT APPLICATION GUIDANCE

Once your application is filled out and signed, refer to the instructions on pages two and three to see which paperwork you will need to include with your application when you submit it.

-First find the respective section that applies to the service you used: **Training/Workshops/Conferences**, **Memberships**, or **Hourly Assistance**, then read the section to see what must be included with your application.
-Please ensure that the documentation that you are including to support your reimbursement clearly shows what the service was, the date that it took place, etc.

***Note:** when including bank/financial statements, please note that while we do need to see **account ownership**, **last four digits of the account**, and **proof that the payment for the service was made**, you are welcome to redact any other information that you do not wish to show when submitting your application.

1. **Training/Workshops/Conferences**

Please provide an invoice or receipt and proof of payment. Proof of payment can be a copy of the check (front and back) and bank statement showing that it cleared the account. Proof of account ownership is also required.

2. **Memberships**

Please provide an invoice or receipt and proof of payment. Proof can be your bank statement or a copy of the check (front and back) and bank statement showing that it cleared the account. Proof of account ownership is also required.

3. **Hourly Assistance**

Please provide an invoice from the firm stating: the services performed, the hourly rate, the total cost of the service, and proof of payment. Proof can be your bank statement or a copy of the check (front and back) and bank statement showing that it cleared the account. Proof of account ownership is also required. Examples of hourly assistance eligible for reimbursement are accounting, legal services, consulting, and other types of hourly assistance that directly benefit the DBE firm.

DBE 50% REIMBURSEMENT APPLICATION GUIDANCE

***A few more important notes to keep in mind when filling out your application:**

WHO QUALIFIES?

A DBE firm (employees, owners or on-site representatives) that is actively bidding on DOT Federal Highway Administration (FHWA) funded projects or is registered on the Bidders Registration.

WHAT QUALIFIES and HOW MUCH?

To the extent that funding is available, applications are processed on a first-come, first-served basis, provided the application has met the stated requirements. These financial programs have been set up to assist DBEs with cost-associated expenses when bidding on Registered Bidders for FHWA contracts. Each dollar amount has been set, and shall not exceed the stated amount. The reimbursement limit is \$2,500.00 per qualifying DBE firm per benefit year (October 1, 2020 to September 30, 2021).

Please note that Alaska SBDC (Small Business Development Center) Training can be reimbursed up to 90% of the total invoice for training and/or consultations.

HOW TO APPLY

Applications are processed on a first come, first served basis and are date stamped by the CRO. Please complete the application and submit the supporting documents. Applications must be submitted with all required supporting documents outlined in the application. Applicants will be notified if the application is incomplete and will be required to submit all supporting documents for the application to be considered for reimbursement.

Approval of application is contingent upon:

- (1) Funds available
- (2) Qualified DBE firm or OSR
 - *Only certified DBEs, whose home base certification is the state of Alaska, are eligible to participate in the 50% Reimbursement Program. DBEs whose certifying home state is not Alaska will not be eligible for reimbursement. However, out-of-state firms will continue to be eligible for all other services provided by the DBE program.*
- (3) Qualified training or assistance program(s)
- (4) Completed application with supporting documents
 - Applicants will be notified if the application is incomplete and will be required to submit all supporting documents for the application to be considered for reimbursement.

The DBE 50% Reimbursement program approves 50% of the cost you paid for work-related expenses. Up to \$2,500.00 can be reimbursed annually per DBE.

***Please be sure to contact DOT&PF Civil Rights Office staff if you have any further questions or need clarification on something.**

DBE 50% REIMBURSEMENT APPLICATION GUIDANCE

Submit completed application to:

Mail: Alaska DOT&PF Civil Rights Office
P.O. Box 196900

Attn: DBE Business Development Office
Anchorage, AK 99519-6900

Email: aaron.nickols@alaska.gov
erin.fragoso@alaska.gov

Phone: 907-269-0850
907-269-0844

Fax: 907-269-0847

When your application is complete and you have gathered all the supporting documentation, **please submit it to either/both of the email addresses listed on page three of the instructions** (or above).

You will receive an email once your application is approved. Please allow approximately two weeks to process the application and receive your payment.

